

DEPARTMENT OF THE ARMY
Headquarters, Joint Readiness Training Center and Fort Polk
Noncommissioned Officer Academy
Fort Polk, Louisiana 71459-5000

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FORT POLK NONCOMMISSIONED OFFICER ACADEMY
STUDENT PREPARATORY GUIDE

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MEMORANDUM FOR Students of the Fort Polk NCO Academy

SUBJECT: Introduction and Letter of Welcome

1. I congratulate you on reaching a most important milestone in your career. The mission of the Joint Readiness Training Center and Fort Polk Noncommissioned Officer Academy is to prepare selected specialists, promotable specialists/corporals, and conditionally promoted sergeants to perform the duties and execute the responsibilities of junior Noncommissioned Officers - to teach them how to train and lead the Soldiers, who will work and fight under their leadership. Your selection is indicative of your demonstrated performance and future potential.
2. This Student Guide provides an overview of the Academy and articulates our prescribed policies and procedures. This guide will prove invaluable before and during your attendance at the Academy. Complete knowledge and understanding of its contents are essential to successful completion of your course.
3. The Army is a value-based institution set on the bedrock of BE, KNOW, and DO. The Academy is committed to developing those professional Army values and leader attributes, which will instill self-confidence and the sense of responsibility required of a military leader. In essence, our mission is to develop your professional Army values and leader attributes in order for you to willingly assume and carry out all the duties and responsibilities of a Noncommissioned Officer.
4. Upon arrival you will be placed in a sterile training environment. The Academy will supply the necessary tools, but you must perform the work. As a student you must devote all your time and energy to the course of instruction. The Cadre will not condone negative attitudes or performance.
5. We welcome and wish you an enjoyable, challenging, and professionally rewarding tour at the Academy. The Academy staff stands ready to assist you.
6. *Train to lead.*

/S/
JEFFERSON VARNER III
CSM, USA
Commandant

Chapter 1

Introduction

1-1. Purpose. This chapter provides information and assistance concerning attendance to the Warrior Leader Course (WLC). WLC is one of three courses available at the Fort Polk Noncommissioned Officers Academy.

1-2. Applicability. This Student Guide applies to all students attending the Fort Polk Noncommissioned Officers Academy.

1-3. Length. The Warrior Leader Course is 4-weeks (30 Days) in duration.

1-4. History. This is the 4th printing of this publication.

1-5. History of the Fort Polk Noncommissioned Officers Academy. The Noncommissioned Officers Academy was first organized and operated by the 40th Armored Division, Texas National Guard, when it was called to active Federal Service in 1961. In December 1961, the Academy was designated as the Fort Polk Noncommissioned Officer Academy. On 1 July 1975, the Academy was redesignated as the United States Army 5th Infantry Division Noncommissioned Officer Academy, and the first enlisted Commandant was assigned. On 24 November 1992, the Academy was redesignated as the Fort Polk Noncommissioned Officer Academy with the deactivation of the 5th Infantry Division (Mechanized).

1-6. Mission. The mission is to prepare selected specialists, promotable specialists/corporals, and sergeants to perform the duties and execute the responsibilities of junior Noncommissioned Officers.

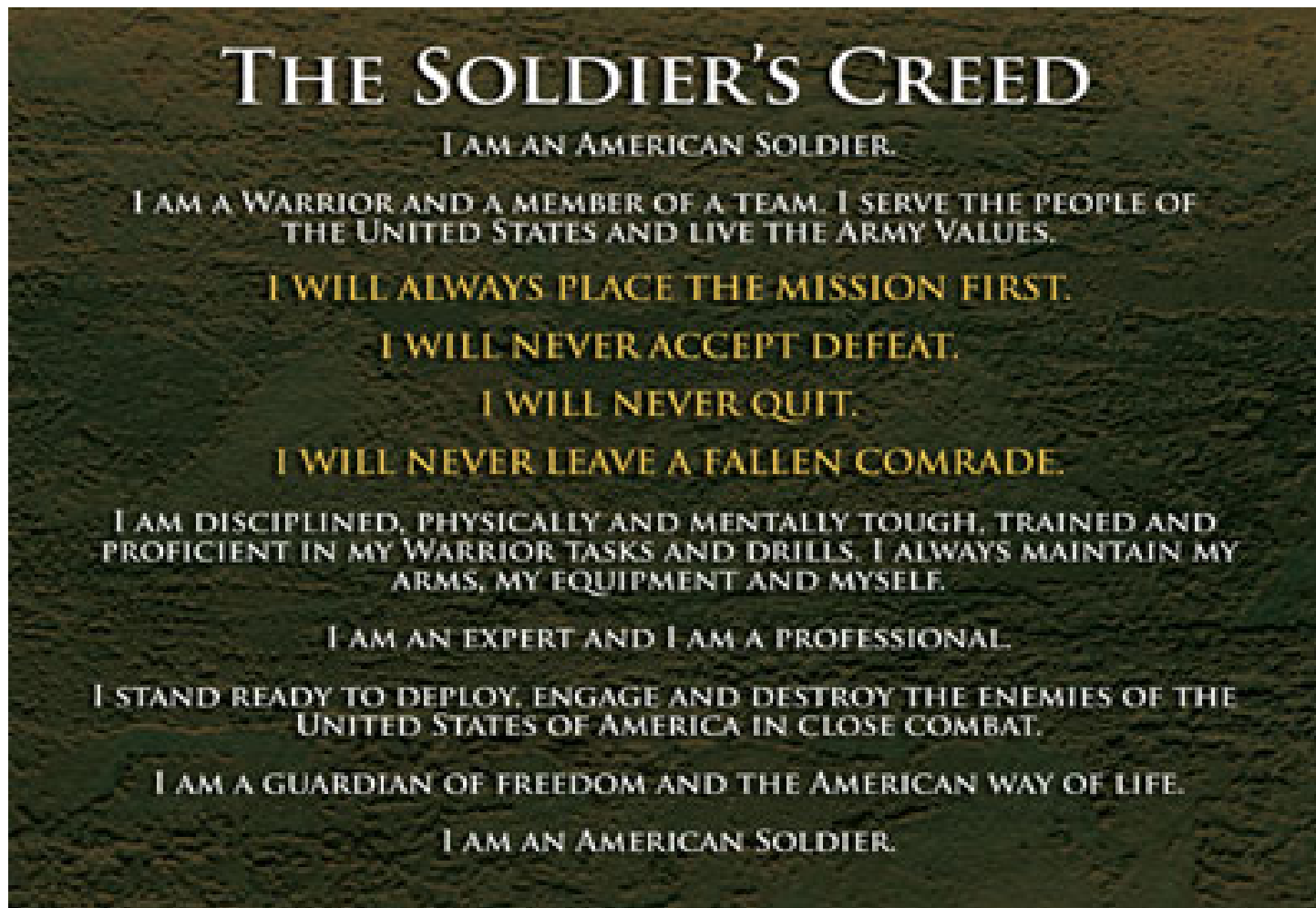


Figure 1-7 The Soldiers Creed



No one is more professional than I. I am a Noncommissioned Officer, a leader of Soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as "The Backbone of the Army". I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind -- accomplishment of my mission and the welfare of my Soldiers. I will strive to remain tactically and technically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All Soldiers are entitled to outstanding leadership; I will provide that leadership. I know my Soldiers and I will always place their needs above my own. I will communicate consistently with my Soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my Soldiers. I will be loyal to those with whom I serve; seniors, peers, and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity, nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, leaders!



Figure 1-8 Creed of the Noncommissioned Officer.

1-9. Leader's Code.

I became an Army leader by what I do.

I know my strengths and my weaknesses, and I strive constantly for self-improvement.

I live by a moral code and set an example that others can emulate.

I know my job, and I carry out the spirit as well as the letters of the orders I receive.

I take the initiative and seek responsibility; and I face any situation and make my decisions as to the best course of action. No matter what the results, I will assume full responsibility.

I train my Soldiers as a team, and I lead them with tact, enthusiasm, with justice.

I command their confidence and their loyalty. They know I would not consign them to any duty that I myself would not perform.

I see that they understand their orders, and I follow through energetically to ensure their duties are fully discharged.

I keep my Soldiers informed; and I make their welfare one of my prime concerns.

These I do selflessly in fulfillment of the obligations of leadership and for achievement of the group's goal.

1-10. The Honor System. Honor is the guiding principle of every endeavor involving the profession of the Army. Integrity (absolute honesty) is a basic attribute demanded of every Noncommissioned Officer. This personal quality requires, among other things, that *“Your work must be your own.”* Examinations are given throughout the course. Each individual student will prepare presentations. This work is evaluated based on individual effort. Each student's work must be entirely original in every manner. The copying of another student's work violates the intent of the honor system. Students are encouraged to work together, utilizing the team system; however, the final results must be original. The honor system for this Academy does not cease with academic honor and integrity. It also applies to observance and adherence to the rules and regulations set forth by this Academy. To knowingly violate a rule or regulation, whether or not this violation is discovered, is a discredit to your own word of honor. It is the Soldier's responsibility, as a student, to immediately report any violation of the honor system directly through the chain of command (student and cadre).

Chapter 2 Administrative Information

2-1. Purpose. This chapter outlines the administrative information necessary to prepare for, attend, and successfully graduate from the Fort Polk Noncommissioned Officers Academy Warrior Leader Course.

2-2. General. Soldiers must qualify for attendance by meeting the prerequisites outlined in United States Army Training and Doctrine Command (TRADOC) Regulation (Reg) 351-17, TRADOC Reg 351-1, this Student Guide (Chapter 4), and be placed on the unit's Order of Merit List.

2-3. Student Notification. Soldiers must be notified 6-weeks prior to attending (Soldiers may waive, in writing, the 6-week period). They complete a Pre-requisite Commander's Checklist for Attendance (TASS Form) (Appendix C), and have their clothing and equipment inventoried using the Clothing and Equipment Checklist, Warrior Leader Course (Appendix B).

2-4. Inprocessing. (Day 1)

- a. Soldiers and their sponsors will report to Bldg 2392 at 0500 on Day 1 for in processing.
- b. When reporting, students must have the following:
 - (1) Individual weapon and Night Vision Goggles.(TDY students exempt).
 - (2) All clothing and equipment, with a copy of the Clothing and Equipment Checklist, Warrior Leader Course (Appendix B), signed by their immediate supervisor.
 - (3) All students will have a TASS Form completely filled out and signed by their commander. They will ensure the information on this form is correct, or the Soldier will not be allowed to enter the course.

2-5. Releases Prior to Completion of the Course.

- a. There are four areas in which a student may be released prior to graduation. They are as follows:
 - (1) Administrative/Medical: Will result from emergency, compassionate, or medical reasons that arise during the course. These are causes beyond the student's control, which prohibit the Soldier from completing the course.
 - (2) Motivational: May result after counseling, concerning attitude and/or motivation, which proves to be unsuccessful.
 - (3) Disciplinary: Will be released for violations of the Uniform Code of Military Justice (UCMJ), conduct that is prejudicial to good order and discipline, and/or infractions of the Academy's policies.
 - (4) Academic Release: Students failing an initial test and re-test will be released from the course.
- b. Students released for disciplinary or motivational reasons will not be allowed to re-enter the course for 6 months.
- c. Students released for administrative or medical reasons may re-enter the very next course following their release after coordination between the Soldier's chain of command and the Academy Commandant.

2-6. Service School Academic Evaluation Report (DA Form 1059), AR 623-1.

- a. The Academic Evaluation Report is designed to portray the accomplishments and potential that an individual demonstrates while attending an NCOES.
- b. The Academy prepares the DA Form 1059 before graduation. Distribution of the Academic Report is as follows:
 - (1) Original: Forwarded to the United States Army Enlisted Records and Evaluation Center, Indianapolis, Indiana.
 - (2) Copy Two: Forwarded to the Soldier's Military Personnel Records Jacket (MPRJ).
 - (3) Copy Three: Filed at the Academy.
 - (4) Copy Four: Given to the graduate upon completion of the Graduation Ceremony.

2-7. Graduation. A graduation ceremony honoring students who successfully complete the course of instruction will be conducted on Day 30 of the course. Qualifying students will receive individual awards at the completion of WLC. Prior attendees who have been released for either academic failure or disciplinary reasons do not qualify to receive awards. Students receiving honors are designated as:

- a. Distinguished Honor Graduate
- b. Honor Graduate
- c. Leadership Award
- d. The Physical Fitness Award

2-8. Financial Considerations of WLC Course Attendance. The WLC attendance generally comes at a time in a Soldier's life when decisions are being made as to the Army as a career. Students are promotable SPCs or CPLs, who will enter into a different category of Soldier, that of a professional Noncommissioned Officer. The "*profession*" of the Noncommissioned Officer Corps may be compared to many professional organizations such as the American Medical Association (AMA). Success and career progression sometimes require "*investment*." Soldiers who add to their professional knowledge, appearance, and conduct by investing in the "*tools of the trade*" will have a professional edge. Some costs associated with the WLC are as follows:

- a. Uniforms. Some Soldiers find it necessary to purchase all brand new uniforms at considerable expense. The standards of uniform appearance and wear are the same at the Noncommissioned Officer Academy as anywhere else in the Army. Army Regulation 670-1 outlines the standards. If a Soldier must buy new uniforms to meet the standards, do so.
- b. Rations. If a Soldier is on separate rations, the unit will ensure Soldiers are issued temporary meal cards prior to attending the course. A Soldier should plan for the loss in family income. All meals will be available to the Soldier; therefore, saving the family budget.

Chapter 3

General Policies

3-1 Purpose. This chapter outlines the general policies of the academy, and explains the standards of behavior, conduct, and performance that are expected of all students. Violation of these policies may result in the student being released from the academy.

3-2. General. In order to develop a sense of responsibility, each student will be managed as a Noncommissioned Officer. The program is designed to test each student everyday in all aspects of performance. Students must organize their teams, squads, and themselves to carry out assigned tasks with the highest standards of performance. The goal of this Academy is professional performance, and all students are expected to strive to meet that goal.

3-3. Off-Limits Areas.

- a. Female rooms are off limits to male personnel except during formal inspections.
- b. Male rooms are off limits to female personnel except during formal inspections.
- c. All privately owned-vehicles (POVs) are off limits to all student personnel.
- d. Students will not depart the Academy Area without permission from the Commandant or Deputy Commandant.

3-4. POV. Parking of POVs is unauthorized in the Academy Area unless approved by the Commandant or Deputy Commandant.

3-5. Items Not Authorized or Allowed.

- a. Privately-owned weapons (guns, unauthorized knives or weapons).
- b. Controlled substances. Any current prescribed medications must be brought to the SGL's attention.
- c. Liquid polish (i.e., edge dressing, dye).
- d. Flammables (i.e., paint, paste wax, lighter fluid).
- e. Radios, compact disc (CD) players, tape players, or Walkmans.
- f. Food or soft drinks in barracks area (except in the dayroom).
- g. Sunglasses.
- h. Fans.
- i. Any item not listed on the Clothing and Equipment Checklist, Warrior Leader Course, and/or issued by the Academy.
- j. Exceptions: clocks/clock radios, additional personal hygiene items, irons, ironing boards, laundry soap, or authorized sunglasses. Any other exceptions must be requested in writing.

3-6. Alcohol Consumption. Students are prohibited from alcohol use during the entire duration of the course.

3-7. Commandant's Open Door Policy. All students will seek resolutions to their problems through the chain of command. If a problem cannot be solved in this manner, or if it is of a personal nature, students may see the Commandant at any time by notifying their SGL and cadre chain of command. No one may or will keep a student from seeing the Commandant.

3-8. Visitors/Meals.

- a. Members of the student's unit chain of command are encouraged to visit with their student during lunch in the Warrior Brigade Dining Facility (DFAC). Arrangements must be made a minimum of 24 hours in advance by calling the Noncommissioned Officer Academy, Operations Section, 531-6336/4998.
 - (1) Due to limited space in the DFAC, the Academy can only allow a maximum of 10 visitors per day. A unit may only have 2 visitors per day.
 - (2) Members of the unit are restricted to the student's sponsor, immediate supervisor, platoon sergeant, platoon/section leader, first sergeant, CSM, and commander.
- b. Unofficial visitors are restricted due to a very intense training schedule. While official visits are possible, they will be limited to 60 minutes or less depending on the training schedule. Prior coordination must be made prior to observing training. The Chief of Training will determine the need. No unit members will be allowed to visit actual testing sites, i.e., Land Navigation Course, Written Examinations, APFT.

3-9. Pay and Mail Call. Students must make arrangements with their unit for pay and mail.

NCOA Mailing Address:
Fort Polk Noncommissioned Officers Academy
Student #, Rank and Name, Platoon
22nd St., Fort Polk, LA 71459

3-10. Leaves and Passes.

- a. Students may be granted emergency leave by their unit only after verification with the Red Cross. The student's commander must request release through the Commandant.
- b. Ordinary leaves will not be granted.
- c. The Commandant is the approving authority for any student being released from the course.

3-11. Student Chain of Command.

- a. Student Squad Leader
- b. Small Group Leader
- c. Senior Small Group Leader

- d. Chief of Training
- e. Deputy Commandant
- f. Commandant

3-12. Telephone Calls.

- a. Military telephones are for official business.
- b. Students may bring personal cellular telephones. These phones are authorized for use during evening hours when all training is complete.
- c. Defense Switching Network (DSN) lines are available throughout the Academy for official calls only.

3-13. Uniform and Appearance.

- a. The standard duty uniform at the Academy is the Battle Dress Uniform, Desert Camouflage Uniform, or the Army Combat Uniform; these uniforms vary IAW home station unit policies.
- b. Civilian clothes are not authorized for wear throughout the duration of the course.
- c. The Improved Physical Fitness Uniform (IPFU) is the only authorized PT uniform. The only exception is when worn in the barracks during off-duty hours. IPFU will be complete when worn.
- d. Foot gear must be in accordance with AR 670-1.
- e. Appearance and uniform wear standards of AR 670-1 are enforced. Students will be permitted to wear their organizational headgear while at the Warrior Leader Course.

3-14. Designated Smoking Areas. Use of tobacco products is allowed only in designated smoking areas. The designated smoking areas are as follows:

- a. Outside the classroom in an area designated by the instructor.
- b. Outside the barracks in an area designated by the instructor.
- c. *STUDENTS WILL NOT USE ANY TOBACCO PRODUCTS INSIDE ANY BUILDINGS AT ANY TIME.*

3-15. Customs and Courtesies.

- a. Upon entering a building, headgear will be placed in the left hand.
- b. Students will stand at "*Parade Rest*" when addressing Noncommissioned Officers.
- c. The student in charge or the senior student in charge will call "*At Ease*" when approached by a Noncommissioned Officer, senior to them, who desires to address the group or an individual student.
- d. Students will not call "*At Ease*" in the classroom, barracks or anywhere a class/training is being conducted.
- e. Students will call "*At Ease*" in the classroom, barracks, or anywhere when activities other than a class/training are being performed.
- f. Students will stand at "*Parade Rest*," in the dining facility line, supply room line, and arms room line.

3-16. Conduct in Dining Facility. Students fill the dining facility from front to rear, starting on the right side. Headgear will not be placed on tables nor the serving line.

3-17. Conduct in Barracks.

- a. While the barracks is an area for students to relax, study, and sleep, conduct in the barracks will continue to remain professional.
- b. Students will maintain a state of dress in the barracks until they retire for the evening. The minimum dress outside the shower is the IPFU, including while sleeping.
- c. No one is allowed out of the barracks after 2300.
- d. Indiscriminate bed checks will be conducted. The SDNCO is authorized to conduct an accountability formation.
- e. Room lights will be turned off in the barracks at 2300. Hallway lights will be left on during periods of darkness.
- f. The barracks will be secured when not occupied.

3-18 Physical Security (next page).

- a. Students will keep their personal drawers locked at all times when not in their rooms.
- b. Students will secure all their valuables in their personal drawer before they retire each evening.
- c. When not secured in the Academy's Arms Room, students will maintain physical control (hands on) of their weapon at all times, unless directed otherwise by the academy's cadre or a student leader in the performance of their duties. Weapon security is an individual and leader's responsibility.

3-19. Equal Opportunity Policy. The Noncommissioned Officer Academy is committed to providing a training environment of equal opportunity and treatment for students without regard to race, color, religion, gender, or

national origin, and to provide an environment free of sexual harassment. Students with complaints or concerns will be referred to the NCO Academy Equal Opportunity Representative (EOR).

Chapter 4

Program of Instruction (POI)

4-1. Mission: The Warrior Leader Course is a single entry level Noncommissioned Officer Leadership Course. The major thrust of WLC is to prepare selected SPCs, SPCs (P), CPLs (P) and SGTs to perform the duties and execute the responsibilities of junior Noncommissioned Officers, and to teach them “*How To*” train and lead the Soldiers who will work and fight under their supervision.

4-2. General.

a. The Warrior Leader Course is the first step in the Noncommissioned Officer Education System. It represents the Soldier’s first return to formal schooling after Advanced Individual Training (AIT), and is aimed at Soldiers about to pin on sergeant’s stripes. The Army expects sergeants to be technically and tactically proficient, to enforce standards, and to train and take care of Soldiers. The Warrior Leader Course provides the basic tools to do what is expected, and the background to create winning units.

b. WLC is a prerequisite for attending the Basic Noncommissioned Officer Course (BNCOC). It is a non-military occupational specialty (MOS) specific leadership course conducted at regional Noncommissioned Officer Academies in the Continental United States (CONUS) and overseas. Students will live-in at the Noncommissioned Officer Academy, which will operate on a 24-hour basis.

c. The course is designed to provide the foundation of leadership training by training Noncommissioned Officers to teach and lead the Soldiers that work and fight under their leadership. Emphasis is on *training the trainer to train*. The course provides students with opportunities to demonstrate and practice what they learn in a fast-paced and challenging atmosphere. They are placed in leadership positions under various conditions and evaluated on their leadership abilities. Only those students, who can prove that they have the capability and desire to lead and potential and motivation to succeed as Noncommissioned Officers, will graduate from WLC.

4-3. Prerequisites. Prerequisites for attendance are Soldiers who are active duty or reserve component members; meet the physical fitness and weight standards outlined in AR 351-1, AR 350-15, and AR 600-9; are eligible for reenlistment; have 6 months time in service remaining upon completion of the course; are recommended by the immediate commander and placed on the unit order of merit list.

4-4. Course Length. Warrior Leader Course is a 4-week course conducted 7 days per week on a 24-hour per day basis.

4-5. Objectives. The objectives of the Warrior Leader Course are as follows:

- a. To make junior leaders aware of their responsibilities as Noncommissioned Officers.
- b. To train junior leaders in the fundamentals and techniques of leadership.
- c. To prepare junior leaders for leadership duty in any environment.
- d. To provide junior leaders knowledge of Noncommissioned Officer roles in training and leading subordinates.
- e. To prepare junior leaders to train their subordinates.
- f. To provide junior leaders with a thorough understanding of the high personal and professional standards maintained as noncommissioned officers.
- g. To instill increased self-confidence and a sense of responsibility in junior leaders.
- h. To provide junior leaders with tools to develop and sustain an atmosphere of discipline within their teams, squads, or sections.
- i. To provide junior leaders with the ability to sustain the physical fitness of their subordinates.
- j. To provide junior leaders with the knowledge to care for their Soldiers and families.

4-6. Curriculum Plan. The curriculum plan is divided into five blocks of instruction: leadership, communication skills, professional skills, training, and military studies. The course will culminate with a situational training exercise where students demonstrate what they have learned.

4-7. WLC Blocks of Instruction.

- a. Leadership: The following are the sub blocks for leadership:
 - (1) Introduction to Military Leadership
 - (2) Duties, Responsibilities, and Authority of NCOs.
 - (3) What a Leader Must Be - Know - Do
 - (4) Developmental Counseling
 - (5) Soldier Team Development

- b. Communication Skills: Sub blocks for communication skills are:
 - (1) Commandant's Orientation
 - (2) Introduction to WLC
 - (3) Effective Communications
- c. Professional Skills: Sub blocks for professional skills are:
 - (1) Physical Fitness Training
 - (2) Identify the Historical Progression and Contributions of the NCO Corps
 - (3) Maintaining Discipline
- e. Military Studies: Sub blocks for military studies are:
 - (1) Field Hygiene and Sanitation
 - (2) Combat Orders
 - (3) Introduction to Multiple Integrated Laser Engagement Systems (MILES)
 - (3) Basic Rifle Marksmanship
 - (6) Protect against an NBC attack
 - (7) Map reading
 - (8) Land navigation
- f. Training: Sub blocks for training are:
 - (1) Training the Force
 - (2) After-Action Review (AAR)
 - (3) Risk Management
- g. Individual Studies: Sub blocks for individual studies are:
 - (1) Study Hall
 - (2) Training Support Activity
 - (3) Student Counseling
- h. Situational Training Exercise: Sub blocks for field-training exercise are:
 - (1) Small Unit Tactics
 - (2) Situational Training Exercise

4-8. Evaluation Standards.

- a. The evaluation process is designed to look at the "whole Soldier"-- attitude, physical conditioning, leadership ability, and ability to work with others. This evaluation is primarily a subjective process arrived by observation and analysis. The emphasis will always be on identifying and developing potential leaders.
- b. The evaluation and AAR are a continuous process in WLC. The cadre evaluates the student in each leadership position the student occupies. Also, the cadre conducts AARs with the students, and reviews their ability to perform assigned tasks as measured against training standards.
- c. The cadre also conducts AARs and evaluates students when they are not in a leadership position. Any demonstration of a leadership characteristic, by a student, will result in positive feedback from the cadre.
- d. Tests consist of Written Examinations and Performance Evaluations. In either case, students are scored a "Go" or "No-Go", based upon performance. A Student Record of Training lists each subject area and is maintained and posted to their individual course attendance records.

4-9. Academic Course Requirements. The academic course requirements are as follows:

- a. Written Examination
- b. Army Physical Fitness Test (APFT). (IAW FM 21-20 w/ C1) (60 points minimum in each event).
- c. Physical Fitness Training (Train the Trainer Evaluation)
- d. Individual Training Evaluation
- e. Land Navigation Evaluation (75 percent)
- f. Two demonstrated leadership evaluations (garrison and tactical environment).

4-10. Graduation Standards. The determination of satisfactory completion of the course rests with the instructors and the Commandant, based on satisfactory completion of each subject area. A Soldier who receives a "No-Go" on either a Written Examination or Performance Evaluation is retrained and will receive a retest. A passing score of 70 percent is required on written examinations. Students must receive a "Go" to successfully complete Performance Evaluations. One retest may be administered for any examination or evaluation. If the student does not receive a "Go" on the retest, the student's record is appropriately annotated, and the student will be eliminated from the course in accordance with AR 351-1.

Appendix A

Reference Materials

LISTED BELOW ARE THE PRIMARY REFERENCE MATERIAS UTILIZED DURING THE WARRIOR LEADER COURSE. THESE MATERIALS WILL BE USEFUL IN PREPARING FOR THE COURSE.

1. AR 600-20, Army Command Policy.
2. AR 623-205, Noncommissioned Officer Evaluation Reporting System.
3. AR 670-1, Wear and Appearance of Army Uniform and Insignia.
4. AR 735-5, Policies and Procedures for Property Accountability.
5. DA Pam 350-21, Family Fitness Handbook.
6. DA Pam 600-25, U.S. Army NCO Professional Development Guide.
7. DA Pam 710-2-1, Using Unit Supply System Manual Procedure.
8. FM 7-22.7, Army NCO Guide.
9. Army Training and Evaluation Program (ARTEP) 7-8 MTP, Mission Training Plan for the Infantry Rifle Platoon and Squad.
10. Soldier Training Program STP 21-1-SMCT, Skill Level I.
11. Soldier Training Program STP 21-24-SMCT, Skill Level 2 through 4.
12. Current Unit Supply Update.
13. Current Maintenance Management Update.
14. GTA 5-2-12, Coordinate Scale and Protractor.
15. FM 3-21.71, The Mechanized Infantry Platoon and Squad (Bradley).
16. FM 7-8, Infantry Rifle Platoon and Squad.
17. FM 21-10, Field Hygiene and Sanitation.
18. FM 21-20, Physical Fitness Training, Chapters 1 through 4.
19. FM 3-25.26, Map Reading and Land Navigation.
20. FM 3-21.5, Drills and Ceremonies.
21. FM 22-100, Army Leadership.
22. FM 21-75, Combat Skills of the Soldier.
23. FM 3-22.9, Rifle Marksmanship M16A1, M16A2/A3, M16A4, and M4 Carbine.
24. FM 7-0, Training the Force.
25. FM 7-1, Battle Focused Training.
26. FM 3-0, Operations.
27. Technical Manual 10-227, Fitting of Army Uniforms and Footwear.
28. FM 3-21.9, The SBCT Infantry Rifle Platoon and Squad
29. FM 1, The Army

TOTAL ARMY SCHOOL SYSTEM (TASS) UNIT PRE-EXECUTION CHECKLIST

The purpose of this document is to assist the unit in preparing Soldiers for school attendance while providing one single document with appropriate attachments, for the Training Institutions. This checklist will be completed by appropriate unit personnel, verified and signed by the Unit Commander. Soldier must have a signed pre-execution checklist in his/her possession upon arrival to scheduled class. **Date: Oct 04**

NAME: _____ SSN: _____

UNIT: _____ DOR : _____

COURSE TITLE: _____ START DATE: _____

1 st Line leaders Initials	Soldier's initials	PART-I----- Pre-execution (D-90 to D-1)
		Coordination between customer unit and TASS unit to identify the Soldier by name?
		Soldier in receipt of school / course information?
		Read ahead packets / pre-testing complete? (if applicable)
		All required clothing/equipment IAW School/Course Info Packet
		Soldier demonstrated physical fitness requirement on diagnostic test administered within 30 days of scheduled departure for school (as required).
		Soldier meets standards of AR 600-9?
		Transportation requirements completed?
		Adequate cash/traveler checks/government credit card?
		Individual Orders received?
		School Mailing address/telephone numbers received? (for family)
		Ten (10) copies of orders
		Transportation verified/approved (ticket picked up)
		Current/valid identification card
		ID Tags (1 pair), Army Value Card/tag
		If applicable: Soldier requiring corrective lenses has a set of military prescription eyeglasses and protective mask inserts.
		Notify Soldier of requirement to take APFT and be weighed, as required.
Unit POC List: Cdr. B: () _____ H: () _____ 1SG: B: () _____ H: () _____ FTM: B: () _____ H: () _____ Unit FAX:() _____ Unit Email Address: _____		

Note: Need to make sure it has Oct 04 on it.

Army personnel must meet the prerequisites for the course stated in the Army Formal School Catalog (DA PAM 351-4) unless a waiver is obtained. In addition, Army personnel must also satisfy applicable provisions of AR 611 series, AR/NGR 350-1, ATRRS, and other pertinent Army policies and regulations.

PART II- ROUTINE PREREQUISITES		
TASK	REGULATION DATA	SOLDIER DATA
Minimum Aptitude Score (ASVAB) (enter line score per DA Pam 611-21)		
Meets color vision requirements (if applicable, DA Pam 611-21)		
Physical demand rating/profile (enter PULHES per DA Pam 611-21)		
DA Form 1059 for all previous required Phases for phase/course attending (if applicable)	<div>_____ School code</div> <div>_____ Date of completion</div> <div>_____ Course completed</div> <div>_____ Phase completed</div>	
Soldier has current military and civilian vehicle operator license(s) (if applicable, valid through course end date, enter expiration date) (enter qualification as required per ATRRS SH screen)		
PART III REQUIRED DOCUMENTS		
Permanent Profile attendees have copy of MMRB(P3,P4) results, with DA Form 3349 signed by his/her commander, and have an Army doctor-approved alternate aerobic event for APFT (if applicable)		

I have been counseled and have read all requirements applicable to the course I'm being sent to attend. Attendance at this course and class will not pose any known hardship on me and/or my family that would detract from or prevent me from successfully completing course requirements.

Student's Signature: _____ **Date:** _____

I have reviewed the above Soldier's qualifications and potential to successfully complete this course; have counseled him/her on these requirements and hereby verify his/her readiness to attend same.

Commanding Officer (typed/print name) _____

Signature: _____ **Date:** _____

NOTE:

Unit commanders will ensure all Soldiers, including walk-ons, enrolled in institutional training meet course prerequisites. Soldiers who report for training must have in their possession a completed pre-execution checklist, signed by the Soldier and the unit commander. The Pre-execution checklist will be used to verify routine prerequisites such as line scores, PULHES, and DA Form 1059. Unit commander can further certify the completion of prerequisite testing/evaluation (i.e., typing test). Documentary evidence of security clearance, physical profile, and other non-routine prerequisites are required in addition to the pre-execution checklist. The unit commander's signature on the pre-execution checklist will suffice as certification that the Soldier meets routine course prerequisites (as stated above) IAW all requirements of the course as listed in DA Pam 351-4 (U.S. Army Formal Schools Catalogue), the ATRRS prerequisite screen, and DA Pam 611-21 for MOSQ courses. Soldiers reporting for training who do not have in their possession, within 3 working days from the course start date, a completed and signed pre-execution checklist will be returned to their unit, to enforce the importance of the chain-of-command preparing their Soldiers for training. Soldiers reporting for training, who do not have in their possession, within 3 working days from the course start date, the documentary evidence of non-routine prerequisites (security clearance, physical profile, MRB, etc) will be returned to their unit. The pre-execution checklist is a pre-enrollment requirement for all TASS courses/institutions except OCS, CAS3, CGSOC, and the resident SGM COURSE.

Glossary

Section I Abbreviations

AAR

After-Action Review

AAM

Army Achievement Medal

AGR

Active Guard/Reserve

AIT

Advanced Individual Training

AMA

American Medical Association

APFT

Army Physical Fitness Test

ARCOM

Army Commendation Medal

BNCOC

Basic Noncommissioned Officer Course

Bde

brigade

Cdr

commander

CONUS

Continental United States

CPL

corporal

CSM

Command Sergeant Major

DA

Department of the Army

DFAC

dining facility

DOIM

Directorate of Information Management

DSN

Defense Switched Network

(F)

female

FP

Fort Polk

JRTC

Joint Readiness Training Center

MILES

Multiple Integrated Laser Engagement Systems

(M)

male

MOS

Military Occupational Specialty

MPRJ

Military Personnel Records Jacket

NBC

nuclear, biological, chemical

NCO

noncommissioned officer

NCOA

Noncommissioned Officer Academy

NCOES

Noncommissioned Officer Education System

NG

National Guard

(P)

promotable

Pam
pamphlet

IPFU
Improved Physical Fitness Uniform

WLC
Warrior Leader Course

POI
program of instruction

POV
privately-owned vehicle

Reg
regulation

SGL
Small Group Leader

SDNCO
Staff Duty Noncommissioned Officer

SGT
sergeant

SOI
signal operation instruction

SPC
specialist

SSGL
Senior Small Group Leader

TA-50
Table of Allowances 50

TDY
temporary duty

TRADOC
United States Army Training and Doctrine Command

UCMJ
Uniformed Code of Military Justice

USBA
Uniformed Services Benefit Association

Section II **Terms**

There are no entries in this section.

Section III **Special Abbreviations and Terms**

There are no entries in this section.